

2015 IDOA Vendor Fair

Review of State Purchasing Practices for Multiple Statewide QPAs

Indianapolis, IN

October 20, 2015





Agenda

- ✓ QPA Overview
- ✓ Staples Office Supply
- ✓ MMCAP Contracts
- ✓ NAPA



QPA Overview

- **A Quantity Purchase Agreement (QPA)** is a contract for repetitively purchased items established by IDOA Procurement.
 - ✓ Result from a competitive solicitation process
 - ✓ Vendor agrees to offer the quoted prices for the term of the contract based on the State's estimated spend.
 - ✓ Purchases may be made from these contracts at any time and no competitive solicitation is required.
- **Three Criteria for a QPA**
 - ✓ Multiple agencies purchasing
 - ✓ Frequency
 - ✓ Large Spend Volume



QPA Overview

- Three types of QPAs
 - ✓ Specific Line Item
 - ✓ Catalog
 - ✓ Catalog with Market Basket
- Market Basket indicates a very significant cost savings and should always be considered before selecting other products



Staples Office Supply

Contract Overview:

- ✓ QPA# 13113
- ✓ Products Covered: Office Supplies, Paper, Ink & Toner
- ✓ Expires: 3/31/2016 with two 1 year renewal options
- ✓ This is a Catalog contract with an identified Market Basket items

Commonly Requested Items that are Restricted:

- ✓ USB Drives (IOT Policy – Must purchase from Computer Hardware QPA)
- ✓ Printers, Scanners & Monitors
- ✓ Calendars
- ✓ Food
- ✓ Household Appliances



Staples Office Supply

Online Catalog Available (Staples Advantage)

Website: www.StaplesAdvantage.com

Customer Login Info

Customer ID: 1043182DET

User ID: Use your Ship-to ID code here

Password: staples (all lowercase)

The screenshot displays the Staples Advantage website interface. A modal window is open, showing the current shipping location and options to select a different one. The current location is "OFFICE SUPPLY, STATE OF INDIANA, OFFICE SUPPLY BROWSE, INDIANAPOLIS, IN 46204, USA". Below this, there is a search bar and a list of three locations: "061CONT (INDIANAPOLIS,IN)", "FACILITY SUPPLY (INDIANAPOLIS,IN)", and "OFFICE SUPPLY (INDIANAPOLIS,IN)". Red arrows point to the "FACILITY SUPPLY" and "OFFICE SUPPLY" options. The "Shipping Location" text in the top right corner is circled in red.

Account Number: 1043182DET

CURRENT SHIP-TO LOCATION

OFFICE SUPPLY
STATE OF INDIANA
OFFICE SUPPLY BROWSE
INDIANAPOLIS, IN 46204
USA

SELECT A DIFFERENT SHIP-TO LOCATION 1-3 of 3

SEARCH BY NAME, CITY, STATE

061CONT (INDIANAPOLIS,IN) Select

FACILITY SUPPLY (INDIANAPOLIS,IN) Select

OFFICE SUPPLY (INDIANAPOLIS,IN) Select

Shipping Location OFFICE SUPPLY

\$0.00

0 Items

YOUR LISTS

YOUR DASHBOARD

LINKS

Finder

FOR YOU



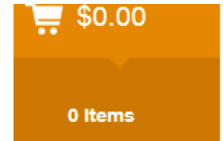
Staples Office Supply

Online Catalog Available (Staples Advantage) - Continued

Market Basket Items



Shipping Location
OFFICE SUPPLY



BROWSE
CATEGORIES ▾

QUICK
ORDER ▾

YOUR
LISTS ▲

YOUR
DASHBOARD ▾

YOUR PERSONAL LISTS

Create your first Personal Shopping List now!

Personal Shopping Lists are shopping lists only you can see. They help you organize all the products you need your way, so ordering and restocking is easier and faster. Create lists for different areas of your business, specific teams, various seasons - or anything you can think of.

YOUR SHARED LISTS

*Toilet Tissue

*Wastebasket

*Wipes

Adhesives

Batteries

Binders



Staples Office Supply

How to Purchase:

- ✓ PeopleSoft Punch-out for all market basket and catalog items
- ✓ If you have received a quote directly from Staples, this must be entered on a separate REQ through Special Request (Quote should be attached to REQ/PO)
- ✓ Items cannot be combined from the Staples Office Supply & Staples Facility Punch-outs
- ✓ \$50 MOQ
- ✓ Restricted Items: After thoroughly looking through the options in the catalog, send email to Megan Lawson at mlawson@idoa.in.gov with:
 - Item Number or screen shot of item
 - Detailed Justification

Non-Market Basket Questions

1. Identify what line item(s) are NON-market basket.
2. Detail why this specific product is needed.
3. What research was done to determine that this product is not available or similar to a product through the market basket items?
4. If there is a similar product in the market basket, please detail what sets the product aside from the market basket item(s)? similar? (What does this product offer that other products don't?



MMCAP Contracts

Medical Supply QPA Contract Information

Henry Schein – QPA 12980

McKesson Medical Surgical – QPA 12981

Contract Overview:

These two contracts are utilized through the MMCAP (Minnesota Multistate Contracting Alliance for Pharmacy) Not-for-Profit Group Purchasing Organization (GPO). MMCAP is a voluntary group purchasing organization for government facilities. This is a pure cooperative organization that is operated by the State of Minnesota. Membership is free to entities such as state, county, and city government agencies, school districts and public higher education facilities.

How to purchase:

- Because the State of Indiana is piggy-backing from the State of Minnesota (MMCAP) contract, agencies must become a member of MMCAP prior to making any purchase. This is so the agency/facility can receive the negotiated contract price. MMCAP Applications are available from Kathy Harrington, CPPB – IDOA Contract Manager. Membership Application approvals are generally processed by the MMCAP Administrative Office, once submitted, within 5-7 business days for basic applications.
- Products are purchased through PeopleSoft by Special Request. Due to the massive number of line items, pricing is not posted on the QPA Website nor is there a punchout site for these contracts available.
- Most items are offered as a discount off list price so quotations must be provided by the vendor prior to creating your requisition and purchase order.
- Market Basket prices remain firm until contract expiration. Non-Market Basket Items may change throughout the contract term; however, the discount off list price remains unchanged.



MMCAP Contracts

Contract Highlights:

- 920 Items in the Market Basket
- More than 10,000 items in the catalog from 10% to 57% off list price

Examples of Savings by Using the MMCAP Medical Supply QPA Contracts:

Large First Aid Kits – Portable first aid kit containing 225 pieces

McKesson Product #13030 @ **\$20.64**

Non-MMCAP Price \$28.90

Henry Schein – Must get quote for 36% - 39% off

Hand Sanitizer – Purell Hand Sanitizer, 8 oz Pump / Case of 12

Henry Schein Product # 9652-12 @ **\$26.21**

Non-MMCAP Price \$35.65

McKesson Product #96522700 @ **\$29.54**

Non-MMCAP Price \$38.88

Bandages – Sheer Adhesive Strip, 3/4" x 3" / 100/Box

McKesson Product #48132000 @ **\$1.35**

Non-MMCAP Price: \$4.64

Henry Schein -- Not offered

Diapers – Diaper Pampers® Swaddlers 8-14 Lbs. Size 1 / Case of 240

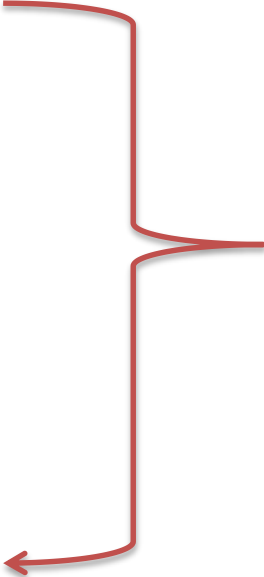
McKesson Product #31433100 @ **\$30.56**

Non-MMCAP Price \$49.99

Henry Schein – Must get quote for 36% - 39% off list



NAPA (QPA 12943)

- Market Basket
 - Everything listed on the QPA
 - Percentage Off List
 - If not on the QPA, NAPA offers a percentage off certain product groups
 - Brakes/Hardware
 - Electrical Parts-Ignition
 - Filters-Chemicals
 - Chassis/Suspension
 - Heating & Cooling
 - Exhaust-Engine
 - Accessories
 - Fuel Systems
 - Batteries
 - Weatherhead (Hoses & Fittings)
 - Other
 - Percentage off can be used to obtain quotes
- 
- A red bracket is positioned to the right of the list of product groups. It spans from the top of the list (Brakes/Hardware) to the bottom (Other).
- Between
29% and 60% off!**



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Questions?